

GL-4 RECORD SCO TRANSFER JOURNAL ENTRY FOR CANCELED WARRANT

Source Document: SCO Journal Entry

Module: General Ledger (GL)

Roles: GL Journal Processor
GL Journal Approver

The Source Document for recording a canceled warrant is the SCO's Notice of Canceled Warrant, TC-33, a posting document prepared by the SCO to cancel an outstanding warrant in accordance with provisions of law covering such cancellations. Note: warrants issued from January 1, 1998 are valid for one year and are canceled thereafter.

MAIL CODE		ROUTE TO AGENCY		STATE CONTROLLER'S OFFICE		DOCUMENT NO	
STATE CONTROLLER'S OFFICE		DIVISION OF ACCOUNTING		SACRAMENTO, CALIFORNIA		CAN1338860	
REPORT NO: FC-145-10-D		TC-33		NOTICE OF CANCELLED WARRANT		DATE: 11/10/2015	

FUND	AGCY	FY	REF/ ITEM	FEDERAL CATALOG	CT	PG	EL	COM	TSK	TYP	SOURCE	ACCOUNT NO	DEBITS	CREDITS
-----DESCRIPTION-----														
0000												0320	16.49	
0000												03200001000	16.49	
0001												1140	16.49	
0000												0300		16.49
0001												8000		16.49
0001	8860	2015							Q			000		16.49
0001	8860	2015							R			0161000		16.49
0675000CANCELED WARRANT														
TO FUND GENERAL FUND													16.49	
TOTALS													16.49	

REASON FOR ABOVE ACTION
 BY IN ACCORDANCE WITH SECTIONS 17070-17073 OF THE
 GOVERNMENT CODE TO PROCESS CANCELED WARRANTS
 FROM THE ABOVE FUND.

STATE CONTROLLER'S OFFICE
 BY _____
 ASSISTANT DIVISION CHIEF


Jnl # 54570

The **GL Journal Processor** will review the SCO JE and supporting documents for proper coding and reporting. The Journal Processor will create a new GL Journal to post the charge . Steps are:


- 1 – Navigate to GL>Journals>Journal Entry>Create/Update Journal Entries
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 – Enter the date of the SCO JE as the Journal Date
- 4 - Click Add

1 General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Create/Update Journal Entries

2 Business Unit: 

Journal ID:

3 Journal Date: 

4

The **GL Journal Processor** will create the Journal **Header**. Steps are:

- 1 - Enter a Long Description with the SCO Journal No., Date, Type and FY of Charge
- 2 - Ledger Group will default to MODACCRL
- 3 - Source should be **ONL** (On-Line)
- 4 - Click on Commitment Control and select **Actuals, Recognize and Collect**. See next page for screen
- 5 - Click Save or click on the Lines tab to enter Journal Lines. (After clicking save, click OK on the ALTACCT Message)

5

Header | Lines | Totals | Errors | Approval

Unit: 8860 Journal ID: NEXT Date: 11/10/2015

Long Description: **1** Record SCO JE CAN1338860 dated 11/10/2015_Canceled Warrant

*Ledger Group: **2** MODACCRL Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2015

*Source: **3** ONL Period: 5

Reference Number: ADB Date: 11/10/2015

Journal Class: ☐ Auto Generate Lines

Transaction Code: GL ☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0) **4** Commitment Control

4 Save Notify Refresh

When the **GL Journal Processor** clicks on the Commitment Control link, the following screen will appear.

- Click on Actuals, Recognize and Collect to record **both** the revenue recognized and revenue collected
- Click OK

Commitment Control

Commitment Control Amount Type

☐ Actuals and Recognized

☐ Encumbrance

☐ Pre-Encumbrance

☐ Collected Revenue

☒ Actuals, Recognize and Collect

☐ Planned

☐ Bypass Budget Checking

☐ Override

Override User ID:

Override Date:

OK Cancel Refresh

Record SCO Transfer JE for Canceled Warrant (cont'd)

The **GL Journal Processor** will create the Journal **Lines**. Steps are:

- 1** – Enter CR line: Fund, ENY, Revenue Account, Amount (Note: Reporting Structure maybe required for internal tracking/reporting purposes)
- 2** – Click on + to insert a line
- 3** – Enter DR Line to record Pending Cash: Fund, ENY, Account, Amount
- 4** - Click Save. The system will assign a Journal ID. Note the Journal ID on your source document for reference

Header
Lines
Totals
Errors
Approval

Unit: 8860

Journal ID: 0000054570

Date: 11/10/2015

Template List
Change Values

Inter/IntraUnit
*Process: Edit Journal
Process

▼ Lines
Personalize | Find | [Icon] | [Icon]

Select	Line	*Ledger	Approp Ref	Fund	ENY	Account	Program	Rptg Structure	Amount
1 <input type="checkbox"/>	1	MODACCRL	<input type="text"/>	0001	2015	4171400	<input type="text"/>	<input type="text"/>	-16.49
3 <input type="checkbox"/>	2	MODACCRL	<input type="text"/>	0001	2015	1109100	<input type="text"/>	<input type="text"/>	16.49

CR: 4171400 – Escheat-Unclaimed Checks, Warrants, Bonds & Coupons
 DR: 1109100 - Pending Cash Transfer – GL

2 Lines to add:

+

-

[Calculator Icon]

4 Save Notify Refresh

The **GL Journal Processor** will run the Edit Journal Process. Steps are:

- 1 – Select Edit Journal
- 2 - Click Process
- 3 – Check that Journal Status and Budget Status show V for Valid.

Header

Lines

Totals

Errors

Approval

Unit: 8860

Journal ID: 0000054570

Date: 11/10/2015

Template List

Change Values

Inter/IntraUnit

*Process:

1



Edit Journal

▼

2

Process

▼ Totals

Personalize | Find | View All |  

First ◀ 1 of 1 ▶

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	16.49	16.49	3	V

The **GL Journal Processor** will Submit the Journal. Steps are:

- 1** – In the Journal Lines tab, select Submit Journal
- 2** - Click Process. The GL Journal Approver will receive an automatic notification of the journal for approval
- 3** - Click the Approval tab to view the journal workflow. Your journal will show as Pending

The screenshot displays the 'GL Journal Processor' interface. At the top, there are five tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is selected and highlighted with a blue border, and a red '3' is positioned above it. Below the tabs, the 'Unit:' is set to '8860' and the 'Journal ID:' is '0000054570'. To the right, the 'Date:' is '11/10/2015'. Below the 'Unit:' field, there is a 'Template List' section with a button labeled 'Inter/IntraUnit'. To the right of this, the '*Process:' field is set to 'Submit Journal', with a red '1' above it. Further right, there is a 'Process' button, with a red '2' above it. At the top right, there is a 'Change Values' link. The 'Approval' tab is also visible, with a red '3' above it.

The **GL Journal Approver** will approve the Journal

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.